

FY2019 Montana Shared Catalog Budget Notes

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1. The SirsiDynix contract value has increased by 2.2% for FY2019 as is written in our contract. This includes SaaS (software as a service, or hosted service), Syndetics enriched content, Directors Station/BlueCloud Analytics, and MobileCirc.
2. MSC staff are moving to a new, online help desk ticket system which will help automate the workflow of assigning tickets and also provide more options for ticket field customization and knowledgebase development. This increases the annual fee for the ticket system by \$331 annually, or about \$2 per library.
3. The 3% indirect cost fee required by the State for processing third party payments (library membership fees) through the agency business office has decreased for FY2019 by \$139.
4. MSC pays for two of its four annual licenses for GoToMeeting and GoToTraining. The cost for these licenses has increased in FY2019 by a total amount of \$215.20.
5. The line previously labeled "Trainings, Meetings, Conferences, Etc" has been broken out into separate lines for greater clarity and planning. In FY18, \$17,700 was allocated to this line. These line items have been allocated and augmented as follows:
 - a. MSC Library Training (including MSC Trainer travel): \$6,000
 - b. Content Management Committee travel: \$1,500. This amount has been increased by \$300 in recognition of the geographic diversity on the current committee which has resulted in increased travel expenses.
 - c. MSC membership meetings: \$1,500. This amount is for room rental and catering at the spring Members Council meeting in Helena and reflects the decision to remove funding for an in-person fall meeting.
 - d. Executive Board travel: \$4,000. This amount has been increased by \$1,000, again due to the longer distances the current Board must travel for its two in-person convenings, the spring Members Council meeting and the summer Board retreat.
 - e. MSC staff professional development (4 staff): This line has never been formally included in the budget. Previously, staff budgeted library training, MSL conference attendance (including Fall Workshops/MSL Workshops), and other in-state travel along with professional development expenses from one line. This has not been adequate in meeting the needs of training staff and so this line separates professional development funds from travel funds that cover the responsibilities of the positions. Vacancy savings from the MSC Trainer position will cover this line in FY2019, in the amount of \$6,000 (\$1,500 per staff position).
 - f. MSC staff in-state conferences & travel (3 staff): \$4,500, or \$1,500 per staff position. This line covers the aforementioned conference attendance for the three System Admins where staff is expected to train, present, and otherwise be available to support MSC library members.
6. MSC member-funded position expenses decreased slightly, by \$451, for FY2019. As a reminder, MSC members cover the cost of 2.66 FTE (1.66 System Admins and the MSC Trainer), while the Montana State Library funds the third System Admin position using federal LSTA funds and the Statewide Projects Librarian's position, half of which is devoted to administration of the MSC, using state General Fund monies.

7. Pending Executive Board approval for recommendation, the Statewide Projects Librarian has proposed utilizing \$5,786.46 in one-time-only vacancy savings to cap library increases at no more than 5% for FY2019. All libraries that would have otherwise received a discount or a lower percentage increase will retain those discounts and increases. This proposal only affects the cost of those libraries that would have seen a higher cost increase for FY2019.